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57-3311

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OCT 18 1957

TO: Deputy Director (Support)

SUBJECT: TSS Request for a Linotype Machine

1. This Staff Study contains a recommendation submitted for DD/S approval. Such recommendation is contained in paragraph 7.

2. PROBLEM:

To provide TSS with a Linotype Machine Model #30 and matrices for various languages as may be required in order to facilitate the work of the Staff.

3. ASSUMPTIONS:

TSS will not use the linotype facility for PP printing which is recognized by the DD/P as a responsibility of the Printing Services Division.

4. FACTS BEARING ON THE PROBLEM:

- a. TSS is presently hand-setting type and cutting plates by hand. Both of these processes are wasteful of time and manpower.
- b. No operational security problem is encountered by TSS using a Linotype since this machine is now sold widely throughout the world.
- c. TSS could use the Model #29 Linotype which is used by FSD. However, the Model #30 is preferred because of its greater

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- d. TSS estimates a minimum requirement of 4 hours per day use of a Linotype.
- e. TSS will release two ceiling positions if their request is granted.

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- f. The Linotype was programmed and budgeted for this year by TSS.
- g. PSD has 4 Model #29 Linotype Machines in the Administration Building and two at the [REDACTED] PSD also has matrices in 51 languages. 25X1A6a
- h. PSD has been averaging 2200 hours overtime per month.
- i. PSD would be able to isolate a machine for TSS work.

5. DISCUSSION:

- a. Although TSS recognized its need for a Linotype Machine some fifteen months ago, its first formal requisition was submitted in June of 1957 (see attachment 1). PSD took exception to the requisition in a memorandum of 11 July 1957 (see attachment 2). Inasmuch as TSS had hinged its justification in June on a PP Staff requirement, SSA-DD/S called a meeting of TSS, PSD and PP Staff to resolve the difference. This meeting is summarized briefly in the memorandum to the Chief of Support, TSS, from SSA-DD/S, 10 September. (See attachment 3). The crux of the problem up to this point was that TSS had been basing its need for a Linotype on PP printing requirements rather than its need for a Linotype to facilitate its document reproduction and imitative printing. Therefore, by a memorandum of justification dated 12 September, TSS resubmitted the requisition for a Linotype but again the Office of Logistics did not concur. SSA-DD/S presented the conflicting positions to Mr. [REDACTED] who stated that he would be willing to discuss the matter further with TSS and the Office of Logistics if TSS had added justification which had not been brought forward to date. Consequently on 9 October a meeting chaired by myself and attended by SSA-DD/S, [REDACTED] of TSS, and [REDACTED] of Logistics was held at which TSS presented new information and explained its need in detail. Most of the TSS arguments are presented in paragraph 3 above.

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In the 9 October meeting the Office of Logistics stated that while it was in a position to provide the support

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required by TSS, it could only do so by increasing its already burdensome overtime or augmenting its staff. It was also developed that while a Linotype could be isolated to provide a secure space for TSS to conduct its sensitive document reproduction work, this would entail adjustments in PSD scheduling with consequent disruption to the work flow in PSD.

- b. It was noted that the total cost of the machine and matrices would be approximately \$31,000 and that the savings in manpower would offset this amount in approximately 18 months.

6. CONCLUSIONS:

It is concluded that TSS has a need for a Linotype Machine which supersedes, in the interest of economy and efficiency, the desirability of adhering to the principle of centralized printing facilities. If the expenditure of \$31,000 will improve the work of TSS, both in quality and timeliness, and at the same time enable TSS to reduce its personnel strength by two, it can only be concluded that the proposal is sound. Also extra time on the TSS machine would be made available to PSD in order for them to make some reduction in their overtime.

7. ACTION RECOMMENDED:

It is recommended that you approve the purchase of a #30 Linotype Machine for this particular purpose for the Office of TSS and that you use your good offices and the Office of Logistics to request the concurrence of the Joint Committee on Printing.

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For: Chief of Operations, DD/P

(See my memo

and 5 Nov 57 to D/Log.)  
The recommendation contained in paragraph 7 is approved.

  
Deputy Director (Support)

NOV 5 1957

Date

O & I - D/Log

Attachments

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cc: C/TSS

DDP-DD/S  
Comptroller  
Log. Liaison

✓ DDP/S chrono. subject. reading

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